

MEMORANDUM OF UNDERSTANDING

BETWEEN LA CANADA UNIFIED SCHOOL DISTRICT AND THE LA CANADA UNIFIED SCHOOL DISTRICT'S CALIFORNIA SCHOOL EMPLOYEE ASSOCIATION (CSEA) AND ITS LA CANADA CHAPTER #122 REGARDING THE APPROVAL OF RECLASSIFICATION PETITIONS

May 8, 2019

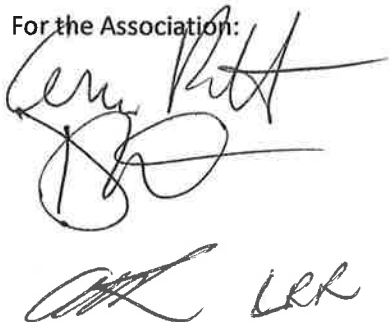
The La Canada Unified School District (LCUSD) and the California School Employee Association ("CSEA" or "Association 11) and Its La Canada Chapter #122 enter into this Memorandum of Understanding concerning approval of the following reclassification petitions as discussed and agreed to between the parties during official negotiations sessions.

Position Title	Current Pay Range	New Pay range/Title	Employee
Facilities Maintenance I	21	23/Facilities Main I- Landscape	Jose Martinez
Facilities Maintenance I	21	23/Facilities Main I- Landscape	Feliciano Anguiano
Facilities & Maintenance	21	25/ LEAD (Elementary)	Jesus Martinez
Facilities & Maintenance	21	25/LEAD (High School)	Agustin Martinez
Facilities/Maint. VII- HVAC	35	37/Facilities/Maint. VIII- HVAC	Louis Portillo
ACCOUNTING TECH I	33	33/ Change 11 mo. > 12 mo.	Irma Klukun

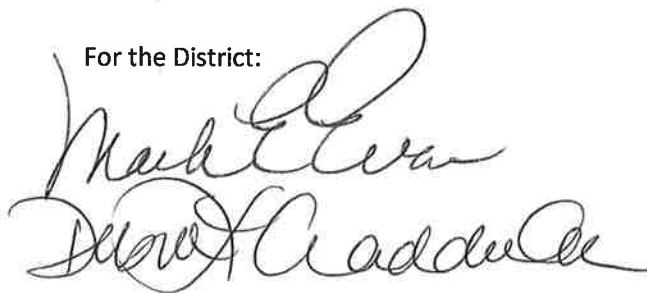
The parties understand and agree that the District Job Committee will update the job descriptions that led to the increase in classifications for the above positions. The positions to be implemented July 01, 2019.-

DATE:

For the Association:

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For the District:

Two handwritten signatures in black ink. The first signature is a cursive name, and the second is a stylized signature.

MEMORANDUM OF UNDERSTANDING
BETWEEN
LA CANADA UNIFIED SCHOOL DISTRICT
AND
THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS LA CANADA
CHAPTER # 122



May 8, 2019

The California School Employees Association and its LA CANADA Chapter# 122 (CSEA) and LA CANADA UNIFIED SCHOOL DISTRICT (the District) agree to the changes in the following job descriptions:

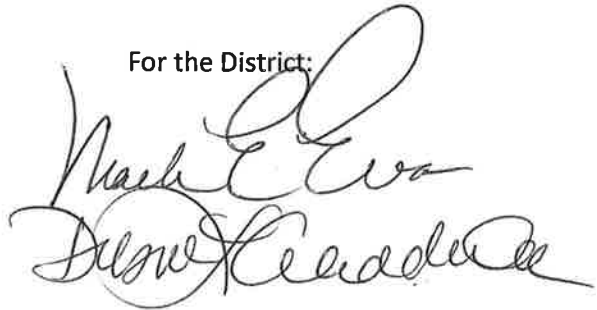
1. The establishment of a Facilities/ Maintenance V Maintenance Worker position at range 33 on the LCUSD/CSEA salary schedule under the supervision of the Manager of Maintenance and Operations. This position will be 40 hours per week and 12 months.
2. A job description revision for the current position of Facilities/ Maintenance VIII- Plant Technician. There is no range change for the Facilities/ Maintenance VIII- Plant Technician.
3. A job description revision for the current position of Paraprofessional II. There is no range change for the Paraprofessional II.
4. A job description revision for the current position of Paraprofessional I- Science Laboratory Aide. There is a range change for the Paraprofessional I- Science Laboratory Aide from 19 to 23.
5. A job description revision for the current position of Paraprofessional III. There is no range change for the Paraprofessional III.
6. A job description revision for the current position of Library Coordinator K-6. There is no range change for the Library Coordinator K-6.
7. A job description revision for the current position of Library Coordinator 7-8. There is no range change for the Library Coordinator 7-8.
8. A job description revision for the current position of Office Assistant II. There is no range change for the Office Assistant II.
9. A job description revision for the current position of District Wide Administrative Secretary - Maintenance & Operations/Workers' Compensation. There is no range change for the District Wide Administrative Secretary - Maintenance & Operations/Workers' Compensation.

DATE:

For the Association:

For the District:



DRAFT

LA CAÑADA UNIFIED SCHOOL DISTRICT
Locator No. 3.10

POSITION DESCRIPTION
January 2019 ~~May 2002~~

PARAPROFESSIONAL II

DEFINITION

Under the supervision of a site administrator with direction from ~~a classroom~~ the teacher, administrator or designee, assists with activities, such as individualized and group instruction of students, preparation of instructional materials, and supervision of students ~~with~~ in specialized programs ~~needs: e.g., special education or English Language Learners.~~

EXAMPLES OF DUTIES INCLUDE (but not limited to):

- Communicates with teachers about student's needs, abilities and progress.
- May work with individuals or small groups of students to reinforce or reiterate material previously introduced by the teacher.
- Assists with preparation of instructional materials.
- Assists with administration of student diagnostic/academic/progress tests.
- Assists with ~~Maintains and updates~~ files, and records, and ~~assists with~~ state reports.
- Provides basic clerical support ~~to teacher.~~
- Assists with review and correction of student work.
- Assists with inclusion of students in regular classrooms.
- Assists teacher with preparation for ~~and scheduling of Individual Education Plans~~ meetings regarding student progress.
- Assists with preparation of correspondence, memos, and forms as requested.
- Assists office staff with clerical duties as needed.
- Assists with ~~personal~~ hygiene, medical, and feeding needs of students as required.
- Assists with coordination and modification of the core curriculum. ~~in the school~~
- Supports students in accessing core curriculum through note-taking, computer usage, etc.
- Assists with maintaining an attractive and appropriate classroom environment.
- Assists with student supervision and discipline. ~~including classrooms and school grounds.~~
- Attends ~~conferences~~ professional development, trainings, ~~in-services~~ and ~~regular staff~~ meetings ~~if required~~ as requested.
- Communicates with teacher for ideas, feedback, and suggestions and reports student's progress.
- Advises and assists substitute teachers.
- Notifies administration or campus staff of disruptive and/or unsafe activities and behavior.
- Requests supplies and equipment as needed.
- Instructs and directs volunteers.
- Performs duties in related areas as required.
- Adhere to established work schedule.

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Mark Cradell

AMX (LKR)

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PARAPROFESSIONAL II

Page 2

QUALIFICATIONS GUIDE

Knowledge of:

- Correct English usage, grammar, spelling, punctuation and composition.
- District policies, rules, and regulations.
- General needs, social and emotional characteristics of students.
- ~~Cultural differences in students.~~ Diversity awareness
- Basic record keeping practices and clerical skills
- ~~Basic clerical skills.~~
- Operation of standard office equipment, ~~including computers~~ and classroom technology.
- Organization and time management.
- Basic skills in math and English.
- General safety practices.
- ~~Basic principles of first aid and CPR desired.~~
- Confidentiality protocols.

Ability to:

- Work cooperatively and efficiently with all staff, students, parents, and the public.
- Maintain confidentiality.
- Exercise tact and good judgment.
- Be innovative and ~~flexible~~ adaptable.
- Work ~~effectively without close supervision~~ independently.
- Understand and carry out oral and written instructions.
- Communicate clearly
- Perform a variety of basic clerical ~~work~~ tasks.
- Work with diverse populations.
- Work with a variety of behavior and academic levels.
- May assist students with basic personal, hygiene, and first aid needs.
- Operate office and/or classroom technology and equipment.
- Maintain cooperative working relationships with supervisor and colleagues in the course of work.
- Present a positive image of the District and its operation to the public.
- Establish a rapport with students, ~~teachers~~, staff, and parents.
- Use correct grammar, spelling punctuation and composition as needed.
- Use basic math skills as needed.
- Maintain accurate records and files.

Training and Experience:

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- Required: Equivalent to ~~graduation from~~ the completion of twelfth grade. ~~and~~
Passage of the District Basic Skills Test for Paraprofessional II.
Experience in working with students or youth groups.
- Desired: Experience working with students in ~~with~~ specialized programs
needs, including communication and physical disabilities.
First aid and CPR certification.

Physical Requirements:

Able to work in a variety of buildings, facilities and outside environments with
varying degrees of temperature that may be hot or cold depending on the
season of the year.

Able to bend, stoop, reach and lift above shoulder height.

Able to sit, stand, walk and/or sustain physical activity for the length of the work
period.

Able to lift, position, carry, push or pull objects unassisted up to 50 pounds on an
occasional basis.

Able to assist in positioning, transferring, and/or restraining students as needed.

Approved by Governing Board _____ Date _____

Reviewed and Agreed to by: _____ Date _____

PARAPROFESSIONAL II – SCIENCE LABORATORY AIDE

DEFINITION

Under the supervision of a site administrator with direction from the site administrator, elementary teacher or Science Department Chair at the 7-12 level, assists with the preparation and cleanup of science experiments, and maintains and stores science equipment and supplies.

EXAMPLES OF DUTIES INCLUDE (but are not limited to):

- Assembles and cleans up after science experiments.
- Cleans and restocks laboratory equipment and glassware.
- Maintains, monitors and inventories laboratory chemicals and supplies.
- Keeps the lab and preparation room in a clean and orderly state.
- Conducts lab activities in a safe manner at all times, particularly involving the use of personal safety devices (safety glasses, gloves, masks, other protective equipment, etc.)
- Instructs and directs students when assisting teacher with a science experiment.
- Requests supplies and equipment as needed.
- Attends professional development, trainings, and inservices, meetings as requested.
- Work with students individually, in small groups and/or as a whole group.
- Performs duties in related areas as required.

QUALIFICATIONS GUIDE

Knowledge of:

- Science laboratory terms, equipment, practices, apparatus nomenclature and scientific units of measure.
- Best practices in the handling and storage of laboratory chemicals and solutions.
- Correct English usage, grammar, spelling, punctuation, and composition.
- District policies, rules, and regulations.
- Diversity awareness.
- Basic record keeping practices.
- Basic skills in math and English.
- Organization and time management.
- General safety practices.
- Operation of standard classroom technology.
- Basic principles of first aid and CPR desired.

5/8/19

L. Dwyer (LKR)

Armen Kets

5/8/19

Mark Green

Dr. [Signature]

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Ability to:

- Research, contribute to the development and assist with age-appropriate implementation of science laboratory experiments.
- Assist students in adhering to appropriate safety practices while conducting experiments.
- Communicate with teachers and/or staff about student progress.
- Work with students individually and in small groups.
- Advise and assist substitute teachers as necessary.
- Work cooperatively and efficiently with staff and students.
- Maintain confidentiality.
- Exercise tact and good judgement.
- Be innovative and ~~flexible~~ adaptable.
- Be self-motivated.
- Work independently.
- Understand and carry out oral and written instructions.
- Communicate clearly.
- Work with diverse populations.
- Operate classroom technology and equipment.
- Present a positive image of the district and its operation to the public.

Training and Experience:

- Equivalent to AA degree or higher and/or experience in the area of science.
- Experience in working with students or youth groups.
- Experience in working in science lab environment.
- Desired: First aid and CPR certification.

Physical Requirements:

- Able to work in a variety of buildings, facilities and outside environments with varying degrees of temperature that may be hot or cold depending on the season of the year.
- Able to work in a classroom setting.
- Able to bend, stoop, reach and lift above shoulder height.
- Able to sit, stand, walk and/or sustain physical activity for the length of the work period.
- Able to lift, carry, push or pull up to 25 pounds.

Approved by Governing Board: _____ Date _____

Reviewed and Agreed to by: _____ Date _____

FACILITIES/MAINTENANCE VIII - PLANT TECHNICIAN

DEFINITION

Under the direction of the site administrator, performs skilled and semi-skilled maintenance, construction and repair work on school buildings and equipment. Plans, organizes and implements a program of ongoing district maintenance. Manages and operates site systems related to operation of the facilities.

EXAMPLES OF DUTIES INCLUDE (but are not limited to):

- Replaces valve fittings, sprinkler heads, ballcocks and related plumbing equipment.
- Replaces light fixtures, sockets, ballasts and other electrical equipment.
- Makes minor maintenance repairs and installation.
- Installs and maintains motors, bells and clock circuits and assists in the repair of refrigeration, heating and communication systems.
- Maintains low pressure boilers and pumps.
- Tests boilers and adds corrective materials and changes filters.
- Installs/replaces motors, pumps and steam traps.
- Maintains air compressors.
- Checks and replaces, if necessary, air handlers, belts and pulleys.
- Opens boilers for inspection.
- Maintains the swimming pool deck.
- Cleans out drains and obstructions in water and sewer systems.
- Operates a variety of equipment and machines, including saws, drill presses and various hand and power tools.
- Monitors and reports problems with Energy Management System.
- Monitors and services alarm systems as needed.
- Supports site events and functions.
- Maintains tools and equipment in a safe, clean and proper working condition.
- Identifies and reports safety hazards.
- Helps create and implement routine maintenance program.
- Recommends supplies and equipment for purchase.
- Maintains routine records related to labor, materials and work orders.
- Performs work in other maintenance areas as required.

QUALIFICATIONS GUIDE

Knowledge of:

- Basic methods, materials, tools, equipment and techniques used in general maintenance and repair work.
- Methods of maintaining school buildings in a safe, clean and orderly condition.
- Basic terminology, vocabulary and craft skills used in plant maintenance and operations.
- Proper methods of storing equipment, materials and supplies.
- General safety practices related to maintenance activities.
- Applicable codes, regulations and safety orders.
- Routine maintenance activities in glazing, carpentry, plumbing, electrical, painting or

mechanical repairs.

- Basic computer skills related to an HVAC Energy Management System computer program.
- Basic office computer applications.

Ability to:

- Perform skilled and semi-skilled building and equipment repair work in all of the building trades, including some electrical repair and replacement of lighting and power equipment.
- Read/Interpret and work from sketches, blueprints and drawings.
- Work from service manuals.
- Operate maintenance equipment and tools safely and effectively.
- Perform heavy physical labor within federal and state guidelines.
- Estimate costs.
- Maintain tools and equipment in a clean and efficient working condition.
- Understand, plan and follow a work schedule.
- Interpret and prioritize work requests.
- ~~Keep basic work records and make reports.~~
- Understand and carry out oral and written instructions.
- Read, interpret and follow rules, regulations, policies and procedures.
- ~~Work effectively without close supervision.~~
- Initiates preventative and predictive work.
- Maintain cooperative relationships with those contacted in the course of work.

Training and Experience:

- Equivalent to the completion of the twelfth grade; two years experience in the construction, building and maintenance trades, preferably in a school setting.
- Working knowledge of heating and air conditioning systems and controls.
- Working knowledge of commercial AC/DC circuitry and electric motors.
- Working knowledge of plumbing repair and systems.
- Working knowledge of school mechanical systems, i.e. theater, shop rooms, cafeteria, alarm systems, and others.

Licenses:

Possession of a valid California Driver's License and the ability to qualify for district vehicle insurance coverage. Ability to obtain all required federal, state and local licenses and/or certification.

Physical:

- Ability to bend, twist, stoop and reach.
- Ability to work safely with high pressure refrigerant.
- Occasionally lift, carry, push and/or pull light to moderate amounts of weight.

Approved by: _____

Date: _____

Reviewed and Agreed to by: _____

Date: _____

FACILITIES/MAINTENANCE VIII -- MAINTENANCE MECHANIC HVAC

DEFINITION

Under the direction of the Director of Maintenance and Operations, plans, organizes and implements a program of ongoing and preventive maintenance for heating, ventilation and air conditioning systems.

EXAMPLES OF DUTIES INCLUDE (but are not limited to):

Sets up and maintains a periodic service program for all heating, ventilation, air conditioning and absorption units.
Locates, analyzes and corrects causes of equipment malfunction.
Schedules all filter changes
Installs, Repairs, and maintains air conditioning and refrigeration equipment, boilers, heaters, ventilating systems, air compressors, motors and pumps.
Record and reclaim refrigerant levels for HVAC systems.
Maintains condensers, ducting, dampers and controls.
Service reciprocating units with freon gases and proper lubricants.
Checks/replaces are handler belts, pulleys, shafts and bearings.
Calibrates and adjusts stats and pneumatic and electrical control systems.
Prepares a priority work list for heating/air conditioning needs of the District.
Identifies and reports safety hazards.
Installs and repairs fencing.
May work in areas of sheet metal and welding.
Motor controls, up to 40 volt, three phase systems.
Directs and coordinates the work of others who may be engaged in routine maintenance tasks.
Keeps simple records.
Set and maintain Intrusion Alarm System
Performs work in other maintenance areas as required.

QUALIFICATIONS GUIDE

Knowledge of:

The mechanical functioning of a motor vehicle; tools and equipment used in the Automotive repair trade.

Methods, materials and equipment used in diesel and gasoline internal combustion engines.

Preventive maintenance practices.

Efficient repair procedures affecting all manner of grounds maintenance equipment: inclusive of power mowers, chain saws, tractor-operated devices and associated motor driven equipment.

General safety procedures and practices.

Basic terminology vocabulary and craft skills used in the automotive and mechanical equipment repair trades.

Applicable codes, regulations and safety orders.

California High Patrol school bus regulations.

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5/8/19
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MAINTENANCE MECHANIC HVAC POSITION

Page 2 of 2

Ability to:

Work from drawings and blueprints.

Carry out a program of preventive maintenance.

Submit estimates.

Analyze and diagnose HVAC maintenance and mechanical problems and develop a systematic plan for solution.

Perform system recharging and operate lead detectors.

Use specialized tools and test equipment to overhaul and repair air conditioning equipment, pneumatic controls and heating systems.

Work effectively without close supervision.

Perform heavy physical labor within federal and state guidelines.

Interpret and prioritize work requests.

Understand and carry out oral and written instructions.

Maintain cooperative working relationships with those contacted in the course of work.

Direct others, assisting them in planning and organizing their work and see that work is done effectively.

Training and Experience:

Equivalent to the completion of the twelfth grade; two years of experience as journeyman heating/air conditioning mechanic is ~~desirable~~ required.

Licenses:

Possession of a valid California Driver's License and the ability to qualify for district vehicle insurance coverage. Ability to obtain all required federal, state and local licenses and/or certification. Technician type universal certification required at time of hire or by the end of the probationary period. Licensed contractor desirable.

Physical:

Good physical condition as determined by pre-and-post employment inquiries and health reports.

Approved by: _____

Date: _____

Reviewed and Agreed to by: _____

Date: _____

6/2004, 5/2019

FACILITIES/MAINTENANCE V
MAINTENANCE WORKER

DEFINITION

Under the direction of the Manager of Maintenance and Operations, performs a wide variety of skilled maintenance and repairs to buildings, facilities and equipment: assists other personnel in the performance of a variety of duties related to their building trades; possesses a high degree of mechanical aptitude, and a high level of expertise in at least one building trade.

EXAMPLES OF DUTIES INCLUDE (but are not limited to):

- Performs routine repair and maintenance work on HVAC equipment, such as changing filters, belts, pulleys and cleaning and lubricating equipment; assists in boiler maintenance.
- Develops and maintains fleet maintenance program for district vehicles to insure that the vehicles are in good repair and compliance with state regulations: coordinates delivering of vehicles to repair shop(s) for regular or unplanned maintenance.
- Performs light plumbing: repairs commercial sinks, faucets, toilets, hot water heaters; clears and maintains drain lines, storm drains, sewage ejectors and sump systems.
- Replaces light switches, bulbs, lamps, ballasts and maintains electrical cords and sockets.
- Installs and maintains clocks and emergency light fixtures.
- Repairs or installs fire, security alarm, and communication/bell systems and components.
- Performs construction, rebuilding and repair of District equipment and facilities, including various wood structures and furniture; prepares surfaces for painting and varnishing and applies surface coverings as required.
- Performs metal fabricating, welding, and brazing as needed on gates, fencing, sheet metal and other facilities equipment/systems.
- Performs a variety of routine building maintenance work, including minor repairs on doors, windows, roofs, gutters & downspouts, playground equipment, paving, concrete and other building components; assembles and helps to move furniture and other structures.
- Operates a variety of equipment and machines, including saws, drill presses and various hand and power tools.
- Reads and interprets blue prints and schematic drawings.
- Maintains tools and equipment in a safe, clean and proper working condition.
- Identifies and reports safety hazards.
- Estimates costs of mechanical repair projects in terms of labor, material and overhead.
- Keeps simple records.
- Recommends supplies and equipment for purchase.
- Performs work in other maintenance areas as required.

QUALIFICATIONS GUIDE

Knowledge of:

- Workmanlike standards in the building trades.
- Traffic laws and safe driving practices

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Linda Dwyer
Cox (LRC)
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Carmen Rik
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- Basic terminology, vocabulary and craft skills used in plant maintenance and operation.
- Methods of maintaining school buildings in a safe, clean and orderly condition.
- Preventive, predictive and restorative maintenance practices.
- Use and maintenance of hand, power tools, meters and gauges used in maintenance and repair.
- Use and maintenance of shop tools such as, but not limited to table saw, drill press, grinders, sheet metal brakes and shears.
- Proper methods of storing equipment, materials and supplies.
- General safety practices related to maintenance activities.
- Basic arithmetic.
- Applicable codes, regulations and safety orders

Ability to:

- Independently perform skills and/or apply skills such as HVAC maintenance, plumbing, electrical, finish carpentry, rough carpentry, welding, and general building repair.
- Assist skilled personnel in the performance of duties related to building trades.
- Operate maintenance equipment and tools safely and effectively.
- Perform heavy physical labor within federal and state guidelines.
- ~~Estimate costs.~~
- Maintain tools and equipment in clean and efficient working condition.
- Understand, plan and follow a work schedule.
- ~~Interpret and prioritize work requests.~~
- Keep basic work records and make reports.
- Understand and carry out oral and written instructions.
- Read, interpret and follow rules, regulations, policies and procedures.
- Work effectively without close supervision.
- Guide others in the performance of this classification.
- Perform basic computer operations.
- Maintain cooperative working relationships with those contacted in the course of work.

Training and Experience:

Equivalent to the completion of the twelfth grade; five years general maintenance experience in a similar type of environment, preferably in a school environment; 3 years of a high level experience in a specific trade; or any combination of training and experience that could likely provide the desired knowledge and abilities.

Licenses:

Possession of a valid California Driver's License and the ability to qualify for district vehicle insurance coverage.
Ability to obtain all required federal, state and local licenses and/or certification.

Physical:

Good physical condition as determined by pre-and-post employment inquiries and health reports.

Approved by: _____

Date: _____

Reviewed and Agreed to by: _____

Date: _____

4/2019

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FACILITIES & MAINTENANCE – LEAD LANDSCAPE PERSON

DEFINITION

Under the direction of the Site Principal or Supervisor of Maintenance and Operations, directs and participates in the grounds maintenance and gardening work; participates in the care of landscaped areas; assumes landscape charge of the assigned facilities; and possesses general mechanical aptitude.

EXAMPLES OF DUTIES INCLUDE (but are not limited to):

Confers with supervisors regarding the grounds maintenance and gardening work of the assigned facilities.

Directs the work of Landscape I workers.

Receives and answers requests related to landscape and grounds maintenance for special site events.

Performs planting, cultivating, watering, spraying, fertilizing and trimming of ornamental plants, shrubs, hedges, trees and flowers.

Performs grounds maintenance, such as raking leaves, weeding, litter removal and moving of materials and furniture.

Operates, services and performs installation and maintenance to sprinkler and irrigation systems.

Works in all phases of gardening work such as lawn care, soil treatment and preparation, control of plant diseases and pests, etc.

Clears gutters and storm drains.

Prepares, lines, markers and drags athletic fields, racks or related areas.

Assists in setting up fields for athletic events including fencing and bleachers, as necessary.

Performs routine repair and maintenance work on grounds equipment such as changing filters and belts and cleaning and lubricating equipment.

Drives and operates trucks, tractor, riding mower and other power equipment.

Assists in the development of Landscape I workers' schedules.

Assists in the conflict resolution between Landscape I workers and others as needed.

Performs work in other maintenance areas as required.

QUALIFICATIONS GUIDE

Knowledge of:

General safety procedures and practices.

Basic terminology, vocabulary and craft skills used in grounds maintenance and operation.

Applicable codes, regulations and safety orders.

Tools and standard practices employed in maintenance and repair of grounds equipment.

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FACILITIES I/GROUNDS PERSON POSITION CONTINUED

Page 2 of 2

Methods, materials, and tools used in planting, cultivating and caring for lawns, flowers, shrubs, trees and plants.
Weed control methods.

Ability to:

Work from sketches, drawings and blueprints.
Drive and operate trucks and power equipment efficiently and safely.
Keep basic work records and make simple reports.
Work effectively without close supervision.
Perform heavy physical labor within federal and state guidelines.
Interpret and prioritize work requests; complete work on schedule.
Work from service manuals.
Understand and carry out oral and written instructions.
Maintain cooperative working relationships with those contacted in the course of work.
Direct others in the performance of their work.

Training and Experience:

Equivalent to the completion of the twelfth grade; one year of groundskeeping experience is required.
Knowledge of power-driven gardening equipment.

Licenses:

Possession of a valid California Driver's License and the ability to qualify for district vehicle insurance coverage. Ability to obtain all required federal, state and local licenses and/or certification.

Physical:

Good physical condition as determined by pre-and-post employment inquiries and health reports.

Approved by: _____

Date: _____

Reviewed and Agreed to by: _____

Date: _____

5-2019

FACILITIES MAINTENANCE I - ~~PERSON~~ LANDSCAPE

DEFINITION

Under the direction of the Site Principal or Supervisor of Maintenance and Operations, performs grounds maintenance and gardening work; participates in the care of landscaped areas; possesses general mechanical aptitude.

EXAMPLES OF DUTIES INCLUDE (but are not limited to):

Performs planting, cultivating, watering, spraying, fertilizing and trimming of ornamental plants, shrubs, hedges, trees and flowers.

Performs ~~Assists in~~ grounds maintenance, such as raking leaves, weeding, litter removal and moving of materials and furniture.

Operates, services and performs ~~minor~~ installation and maintenance to sprinkler and irrigation systems as assigned.

Works in all phases of gardening work such as lawn care, soil treatment and preparation, control of plant diseases and pests, etc.

Clears gutters and storm drains.

Prepares, lines, markers and drags athletic fields, racks or related areas.

Assists in setting up fields for athletic events including fencing and bleachers, as necessary.

Performs routine repair and maintenance work on grounds equipment such as changing filters and belts and cleaning and lubricating equipment.

Drives and operates trucks, tractor, riding mower and other power equipment.

Performs work in other maintenance areas as required.

QUALIFICATIONS GUIDE

Knowledge of:

General safety procedures and practices.

Basic terminology, vocabulary and craft skills used in grounds maintenance and operation.

Applicable codes, regulations and safety orders.

Tools and standard practices employed in maintenance and repair of grounds equipment.

Methods, materials, and tools used in planting, cultivating and caring for lawns, flowers, shrubs, trees and plants.

Weed control methods.

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FACILITIES I/GROUNDS PERSON POSITION CONTINUED

Page 2 of 2

Ability to:

Work from sketches, drawings and blueprints.

Drive and operate trucks and power equipment efficiently and safely.

Keep basic work records and make simple reports.

Work effectively without close supervision.

Perform heavy physical labor within federal and state guidelines.

Interpret and prioritize work requests; complete work on schedule.

Work from service manuals.

Understand and carry out oral and written instructions.

Maintain cooperative working relationships with those contacted in the course of work.

Training and Experience:

Equivalent to the completion of the twelfth grade; one year of groundskeeping experience is required.

Knowledge of power-driven gardening equipment.

Licenses:

Possession of a valid California Driver's License and the ability to qualify for district vehicle insurance coverage. Ability to obtain all required federal, state and local licenses and/or certification.

Physical:

Good physical condition as determined by pre-and-post employment inquiries and health reports.

Approved by: _____

Date: _____

Reviewed and Agreed to by: _____

Date: _____

11-2012, 2-2019

**DISTRICT WIDE ADMINISTRATIVE SECRETARY-
MAINTENANCE & OPERATIONS/WORKER'S COMPENSATION**

DEFINITION

Under the supervision of a ~~District Wide Administrator~~ the Chief Business & Operations Officer, with direction from the Maintenance & Operations Manager, administrators overseeing Maintenance & Operations will perform a variety of specialized and complex clerical tasks; maintains specific records and files pertaining to specialized programs or activities and does related work as required.

EXAMPLES OF DUTIES INCLUDE (but are not limited to):

- Acts as secretary to the ~~District Wide Administrator~~ the Chief Business & Operations Officer and the Maintenance & Operations Manager. administrators overseeing Maintenance & Operations.
- Receives telephone calls and directs them as appropriate.
- From drafts and oral directions and will independently type, prepare, and compose correspondence, memoranda, agenda, statistical data and other materials of varying complexity.
- Schedules and coordinates meetings as necessary.
- Prepares written contracts within the scope of the department of employment and provides appropriate follow-up and maintenance of records.
- Assists with preparation of various reports.
- Maintains database of records, including data entry.
- Coordinates various activities for departments.
- ~~Coordinates and does follow up on district wide transportation issues such as the Chilao bus and special education.~~
- Orders supplies and materials from ~~District warehouse~~ and/or outside vendors and prepares purchase orders.
- Develops and revises forms as necessary.
- Obtains outside vendors as ~~necessarily~~ directed.
- Responds to emergency situations when a District Wide Administrator is not available.
- Maintains absence records on cafeteria and Maintenance & Operations staff and forwards absence information to SubFinder technician.
- Maintains work orders and distributes to appropriate maintenance worker.
- Dispatches maintenance crew.
- Maintains budget for Maintenance & Operations.
- Maintains budget for district wide cafeteria operations.
- Collects Free/Reduced Lunch Program applications.
- Notifies families of approval to participate in the Free/Reduced Lunch Program.

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MR (L)

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Anna Bell

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- Completes reports for California Department of Education on the Free/Reduced Lunch Program
- Works with leases for maintaining facilities.
- Assures compliance with applicable laws, codes and rules of Worker's Compensation.
- Monitors and coordinates Worker's Compensation claims.
- Provides information to claims management company.
- Obtains medical information for Worker's Compensation claims.
- Creates accurate case history documentation of Worker's Compensation claims.
- Communicates with a variety of District personnel, insurance carriers, rehabilitation counselors, claims examiners, attorney, investigators, medical personnel and other outside agencies to establish effective working relationships, exchange information, resolve issues or concerns and coordinate activities.
- Notifies Human Resources Department of employee's need for leave of absence, light duty placement or accommodation.
- ~~Notifies SubFinder technician of absences due to worker's compensation reasons.~~
- Performs duties in related areas as required.

QUALIFICATIONS GUIDE

Knowledge of:

- Worker's Compensation laws, codes, rules and regulations.
- District policies and procedures related to processing Worker's Compensation claims.
- Legal and medical terminology related to Worker's Compensation and federal regulations.
- Basic understanding of maintenance, operations and cafeteria procedures and policies.
- Correct English usage, spelling, grammar, punctuation and composition.
- Numerical, alphabetical and subject matter filing systems.
- ~~Modern~~ Current office practices, techniques and procedures ~~related to input and output of a computer based records management system~~, including computer operations and relevant software usage.
- Receptionist and telephone techniques and etiquette.
- District policies, rules and regulations.

Ability to:

- Work effectively and efficiently with all levels of District personnel, ~~students, parents,~~ vendors and the public.
- Perform a variety of clerical work and coordination involving use of independent judgement.
- ~~Type at a net corrected speed of 50 words per minute.~~
- Operate a variety of modern office machines and equipment.
- Understand and carry out oral and written directions.

- Work effectively without close supervision.
- Maintain confidentiality.
- Maintain cooperative work relationships with supervisor and others contacted in the course of work.
- Present a positive image of the District and its operation to the public.
- Communicate effectively with other agency personnel.
- Establish a rapport with students, teachers, parents, District personnel and vendors.
- Successfully pass a district office skills test.

Training and Experience:

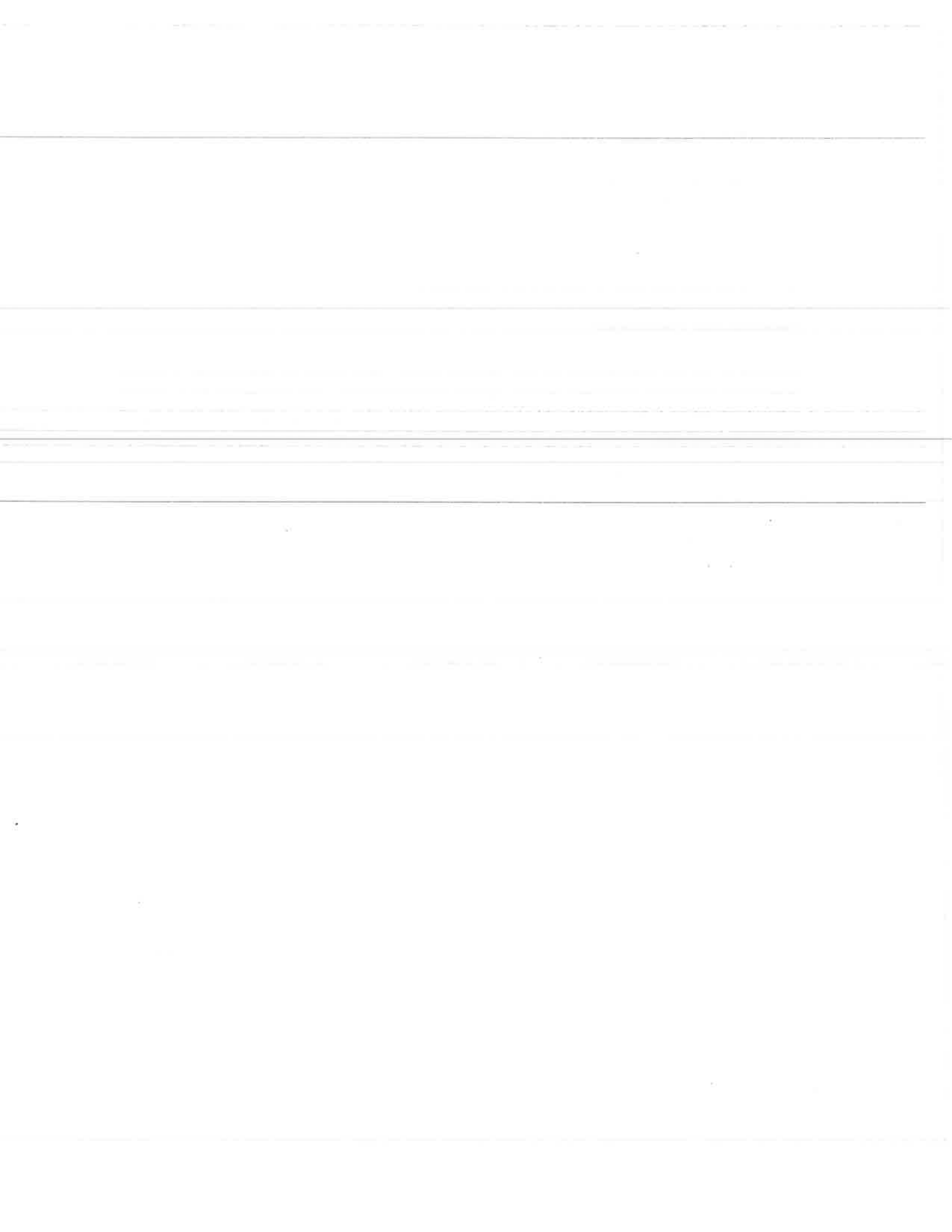
Equivalent to the completion of the twelfth grade; two years of responsible clerical experience required, including public contact responsibilities and preferably in a school setting. Experience desired and working knowledge of computers, data input and word processing required.

Approved by: _____

Date: _____

Reviewed and Agreed to by: _____

Date: _____



OFFICE ASSISTANT II

DEFINITION

Under the supervision of a site administrator performs a variety of specialized and complex clerical work and maintains specific records and files pertaining to activities or programs.

EXAMPLES OF DUTIES INCLUDE (but are not limited to):

Prepares and maintains student records.
Collects data, prepares and maintains district and state reports.
Prepares and oversees Independent Study Contracts.
~~Files, correspondences, records orders, etc., following practice of department.~~
Contacts parents by telephone as needed.
~~Assists staff with reports and checks on students.~~
Receives and directs parents and other visitors and forwards inquiries to proper departments.
Provides information regarding school policies, procedures, activities, and schedules to parents and students.
Schedules and coordinates special events, visitors, and activities.
Calendars and schedules meetings, appointments and conferences for appropriate staff.
Provides information from student records to other district personnel as appropriate.
Trains and directs the work of volunteers and student aides.
Works with other office staff to complete tasks, and provides cross-training as necessary.
Works with counselors, school psychologists and other office staff as appropriate and needed.
Participates in the evaluation of performance of student aides for administrator approval.
Prepares materials as requested by staff.
Assists with the registration process as needed.
Communicates with the appropriate administrator regarding attendance reporting.
Sets up and coordinates systems and procedures to maintain efficient office operation. of
~~assigned responsibility and coordinates efforts with other departments as needs change.~~
Orders, organizes and maintains materials for office use.
Maintains office equipment, orders parts, and/or calls vendors for repairs when needed.
Coordinates release-of-students procedures in the event of a natural disaster.
Prepares correspondence, memos, forms and purchase orders.
Maintains general orderly appearance of work area.
Supervises students in area of responsibility.
Performs a variety of complex clerical work.
May administer medication to students when needed.
Assists sick and injured students when health office personnel are not available.

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OFFICE ASSISTANT II

Page 2 of 3

Responds to correspondence as needed and directed.
Performs duties in related areas as required.

QUALIFICATIONS GUIDE

Knowledge of:

Correct English usage, spelling, grammar, punctuation and composition.
Modern office organization, procedures and practices.
Numerical, alphabetical and subject matter filing systems.
Methods used in preparing statistical reports.
District policies, rules and regulations.
Methods, techniques and procedures related to input and output of a computer-based records management system.

Ability to:

Work effectively and efficiently with all levels of District personnel, students, parents and the public.
Exercise tact and good judgment.
Be innovative and adaptable.
Perform a variety of complex clerical work involving use of independent judgment.
Operate a variety of modern office machines and equipment including a calculator, typewriter, word processor, copier and computer terminal and related software.
~~Make complex arithmetical calculations with accuracy and speed.~~
Utilize a variety of office software.
Perform in situations requiring specialized knowledge, using tact and good judgment.
Maintain accurate filing systems and attendance records.
Maintain confidentiality.
Compile and prepare complex and accurate reports.
Work effectively without close supervision.
Understand and carry out oral and written instructions.
Maintain cooperative working relationships with supervisor and others contacted in the course of work.
Present a positive image of the District and its operation to the public.
Direct the work of students and volunteer aides.
Maintain an atmosphere of exception, concern and helpfulness in assigned work area.
Establish a rapport with students, ~~teachers~~, staff, and parents.
Use correct grammar, spelling punctuation and composition as needed.
Use basic math skills as needed.

OFFICE ASSISTANT II

Page 3 of 3

Training and Experience:

Equivalent to the completion of the twelfth grade supplemented by or including courses in office practices. One year of responsible clerical work required. One year public school experience desired.

Physical Requirements:

Able to work in a variety of buildings, facilities and outside environments with varying degrees of temperature that may be hot or cold depending on the season of the year.

Able to bend, stoop, reach and lift above shoulder height.

Able to sit, stand, walk and/or sustain physical activity for the length of the work period.

Able to lift, position, carry, push or pull objects unassisted up to 50 pounds on an occasional basis.

Approved by: _____

Date: _____

Reviewed and Agreed to by: _____

Date: _____

2-03, 3-19

LIBRARY COORDINATOR 7-8

DEFINITION

Under supervision of the school Principal, performs a variety of specialized and complex library, bookkeeping and clerical work and coordinates use of library with staff members and students.

EXAMPLES OF DUTIES INCLUDE (but are not limited to):

- Trains, directs and reviews work of volunteer and student aides in library tasks.
- Assists students and faculty in use of computer ~~search~~ stations, and reference materials; assists in the monitoring of students.
- May facilitate student acquisition of research skills.
- Orders and processes library books and materials.
- Notifies students of overdue books, receives fines and prepares receipts for lost books.
- Keeps necessary accounts and statistics (e.g. library budget, book receipts and fines, acquisitions, circulation).
- Classifies, catalogs and processes all library materials according to standard library procedures using current data base system.
- ~~Maintains an up-to-date data base.~~ Manages library software.
- Assists with organizing and maintaining the school library and developing library activities and programs to meet the needs of the school.
- Prepares and processes annual periodical order for the library.
- Help students select appropriate books to foster a love of reading and learning.
- Performs related duties as assigned.

QUALIFICATIONS GUIDE

Knowledge of:

- Correct English usage, spelling, grammar, punctuation and composition.
- Current library methods, practices and terminology, including use of references, bibliographical and other necessary tools.
- Numerical, alphabetical and subject matter filing systems, including cataloging.
- Methods and practices of financial record keeping.
- District policies, rules and regulations.
- Operation of standard office equipment.

Ability to:

- Work effectively and efficiently with all levels of District personnel, students, parents and the public.

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Linda Dwyer
AK (LRL)

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- Operate a variety of ~~modern~~ office machines, ~~and~~ equipment and technology ~~including a calculator, typewriter, word processor, copier and computer terminal and related software.~~
- Make complex arithmetical calculation with accuracy and speed.
- Perform in situations requiring specialized knowledge, using tact and good judgement.
- Maintain accurate records and filing systems.
- Use computers proficiently.
- Work effectively without close supervision.
- Organize and schedule activities relative to the school library.
- Understand and carry out oral and written instructions.
- Maintain cooperative working relationships with supervisor and others contacted in the course of work.
- Present a positive image of the District and its operation to the public.
- Train and direct the work of students and volunteer aides.
- Maintain discipline in a library setting.

Training and Experience:

- Graduation from high school and completion of an Associate of Arts Degree (AA) required. ~~Equivalent to the completion of 12th grade.~~ Completion of a Bachelor's Degree and/or related work experience desired.
- One year of responsible clerical experience required, preferably in a school setting. Library experience preferred.

Physical Requirements:

Ability to lift books above head

Approved by Governing Board: _____

Date: _____

Reviewed and Agreed to by: _____

Date: _____

1/08, 2/15

LIBRARY COORDINATOR TK-6

DEFINITION

Under supervision of the school Principal, the library coordinator supports the teachers in teaching children to read by providing a variety of books, materials and online programs that are organized according to current library standards and procedures.

EXAMPLES OF DUTIES INCLUDE (but are not limited to):

Prior to the opening of school, unpacks, accounts for and ~~delivers~~ organizes to the classroom, all ~~textbooks~~ instructional materials that have been ordered.

Under the direction of the principal assumes complete supervision of the library and assists in the supervision of students.

Trains, directs and reviews work of volunteer and student aides in library tasks.

Assists students and faculty in use of computer ~~search~~ stations, and reference materials; ~~assists in the supervision of students.~~

May facilitate student acquisition of research skills.

Help students select appropriate books to foster a love of reading and learning.

Plans physical arrangement of library areas.

After considerable research, orders and processes all new library books and materials appropriate to the school population.

Classifies, catalogs and processes all library materials according to standard library procedures using current data base system.

Notifies students of overdue books, receives fines and prepares receipts for lost books.

Keeps necessary accounts and statistics (e.g. library budget, book receipts and fines, acquisitions, circulation and collection).

~~Maintains an up-to-date data base.~~ Manages library software.

May prepare and process annual periodical order for the library.

Organizes and maintains the school library and develops library activities and programs to meet the needs of the school.

Performs duties in related areas as required.

QUALIFICATIONS GUIDE

Knowledge of:

Correct English usage, spelling, grammar, punctuation and composition.

Current library methods, practices and terminology, including use of reference materials ~~(including those available on CD-ROM and computer)~~, bibliographical and cataloging tools.

Numerical, alphabetical and subject matter filing systems, including cataloging.

Methods and practices of financial record keeping.

District policies, rules and regulations.

Operation of standard office equipment.

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LIBRARY COORDINATOR K-6 (continued)

Page 2 of 2

Ability to:

Work effectively and efficiently with all levels of District personnel, students, parents and the public.

Operate a variety of ~~modern~~ office machines, ~~and~~ equipment and technology including a calculator, typewriter, word processor, copier and computer terminal and related software.

Perform in situations requiring specialized knowledge, using tact and good judgment.

Maintain accurate records and filing systems.

Use computers proficiently.

Make complex arithmetical calculation with accuracy and speed.

Work effectively without close supervision.

Organize and schedule activities relative to the school library.

Understand and carry out oral and written instructions.

Maintain cooperative working relationships with supervisor and others contacted in the course of work.

Present a positive image of the District and its operation to the public.

Train and direct the work of students and volunteer aides.

Maintain discipline in a library setting.

Adhere to established work schedule.

Work with diverse populations.

Be innovative and adaptable.

Communicate clearly.

Maintain cooperative working relationships with supervisor and colleagues in the course of work.

Training and Experience:

Graduation from high school and completion of an Associate of Arts Degree (AA) required. Completion of a Bachelor's Degree and/or related work experience desired. One year of responsible clerical experience required, preferably in a school setting. Library experience preferred.

Physical Requirements:

Ability to lift books above head

Approved by Governing Board _____

Date: _____

Reviewed and Agreed to by: _____
(CSEA Representative)

Date: _____

DRAFT

LA CAÑADA UNIFIED SCHOOL DISTRICT
Locator No. 3.20

POSITION DESCRIPTION
May ~~March~~ 2019 November 2012

PARAPROFESSIONAL III

DEFINITION

Under the supervision of a site administrator with direction from ~~general and/or~~ special education administrators and teachers(s), ~~assists with individualized and group instruction and supervision of students with special needs.~~ administers special education tests, schedules IEPs, and assists in the modification and delivery of instruction. ~~Helps in the modification of materials and tests to support individual student needs.~~

EXAMPLES OF DUTIES INCLUDE (but are not limited to):

~~Administration of~~ Administers special education student diagnostic/academic/progress tests and written reports.

Assists with preparation and scheduling of Individual Education Plans.

Helps in the modification of materials and tests to support individual student needs.

Assists with training on testing materials.

Assists with scheduling and coordinating special education meetings as required with all parties involved, e.g. IEP, 504, SST, communication, transition, etc.

Assists with maintaining master calendar of special education meetings for the site.

Acts as liaison between parents, community, outside providers and staff and administrators to keep parties informed of meetings and testing.

Coordinates special education diagnostic testing at the site and with private providers.

Assists with state testing.

Coordinates coverage for paraprofessionals at the 7-12 site(s).

Provides instructional support to teachers/staff.

~~Assists with preparation of instructional materials.~~

Assists with administration of student classroom tests.

Assists general education teachers with implementing classroom modifications.

Communicates with administrators, teachers, and aides as appropriate regarding about student's needs, abilities and progress.

Maintains and updates files and records and assists with state reports.

~~Provides basic clerical support to teacher.~~

May assist in developing and implementing effective strategies to teach special education students.

May work with individuals or small groups of students to reinforce or ~~re-teach~~ reiterate material previously introduced by the teacher.

Assists with managing student behavior

Assists with review and correction of student work.

~~Assists with inclusion of students in regular classrooms.~~

~~Assists with personal hygiene, medical, and feeding needs of students as required.~~

Assists with coordination and modification of the core curriculum. ~~in the school~~

~~Assists with maintaining an attractive and appropriate classroom environment.~~

Assists with student supervision and discipline ~~including classrooms and school grounds.~~

Attends ~~conferences~~ trainings, in-services and ~~regular~~ staff meetings if required as requested.

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Communicates with teachers for ideas, feedback, and suggestions. ~~and reports student's progress.~~

~~Advises and assists substitute teachers.~~

Assists teachers in data input of information on the computer-based IEP.

Acts as a liaison for community support providers.

Works with administrator(s) responsible for Special Education services.

Trains new paraprofessionals as needed.

Provides training and support for paraprofessionals in new positions, working with new students, and/or are in new assignments.

Provides document overview to paraprofessionals for the students to which they are assigned.

May cover students when paraprofessionals are absent.

Monitor Special Education students with significant health needs in conjunction with the District Nurse and/or Health Clerk.

Track hygiene stipends for 7-12 paraprofessionals.

Performs duties in related areas as required.

QUALIFICATIONS GUIDE

Knowledge of:

Special education laws, including timelines, documentation and procedure requirements.

The different types and purposes of ~~formal~~ standardized special education assessments.

~~as well as an ability~~ How to properly administer the assessments.

~~and an understanding of~~ How to interpret the results of assessments for placement.

Correct English usage, grammar, spelling, punctuation and composition.

District policies, rules, and regulations.

General needs, social and emotional characteristics of students.

~~Cultural differences in students.~~ Diversity awareness.

Basic record keeping practices and clerical skills.

~~Basic clerical skills.~~

Operation of standard office equipment, ~~including computers~~ and classroom technology.

Organization and time management.

Basic skills in math and English.

General safety practices.

~~Basic principles of first aid and CPR desired.~~

Confidentiality protocols.

Ability to:

Work cooperatively and efficiently with all staff, students, parents, and the public.

Maintain confidentiality.

Exercise tact and good judgment.

Be innovative and flexible.

Work ~~effectively without close supervision~~ independently.

Understand and carry out oral and written instructions.

Communicate clearly.

Perform a variety of basic clerical work tasks.

Maintain accurate records and files.

11-2012, 5-2014, 11-2015, 3-2019, 5-2019

